

Vacancy Briefing Template

Job title	Director of Science
Hiring Manager	Jane Francis
Council	NERC
Base location / Hybrid *office attendance / travel requirements per month?	British Antarctic Survey - Cambridge, Office based 5 days a week. Travel expectations with this role. – international and UK travel. (Antarctica)
Open ended / FTC	Permanent
Secondment consideration	
Salary / Benefits	£87,565-£99,000 Plus PRP
Relocation package	yes
BEIS Approval if above 100k *if no – we cannot proceed without it – refer to UKRI Reward Team for Pay case Tanya Robinson	
JESP scoring completed? (if a new role)	No change to JD
Approved via WFP	
Panel * refer to panel guidance - Have they been asked? - Do Senior appointments need to invite?	TBC – When role is advertised, Ideally 4 panel members.
About the vacancy	
Is a job description available?	Currently at draft stage
What is the reason for the vacancy?	Replacement
Is this role confidential?	No
When do you need someone in post?	
Key responsibilities. What will they do? Role itself, for our understanding – can you understand (in plain terms) what the role achieves, purpose	The Director of Science will have visible leadership across all areas of BAS science, ensuring strategic delivery of world-class science with impact. They will ensure BAS scientists develop opportunities for collaboration across the UK and with international partners, and facilitate cross-disciplinary working and funding at UKRI level and beyond.
What kind of personal attributes are you looking for? What kind of role could the next person be in?	Good judgment Communication skills - the role therefore involves working closely with the other Directors to ensure that there is close collaboration and that BAS is well governed. Active contributor Confidence Integrity and honesty Intellectual curiosity Discipline Genuine interest Diplomacy - They also need to ensure beneficial interactions with the international community and organisations such as the Scientific Committee for Antarctic Research (SCAR) and the

	UK Foreign Commonwealth Development Office (FCDO).
Team size/Structure/Dynamic *Psychometric Testing could be useful here Do you think you'd want any type of psychometric testing?	No
Qualifications needed? If so which ones *would you consider qualified by experience?	Higher than PhD /Professor. Qualifications are essential
Internal applicants considered? *Will do a parallel internal campaign	Internal
Suggested external candidates to approach?	
Target companies?	No

Campaign	Comments
How long do you want to advertise? - 4-6 weeks recommended max * over holiday periods can be longer – will be double costs	4-6 weeks August /September
What salary to be advertised? *banding or minimum Our recommendation is Banding 83-95k	Yes
If external role where do you want to advertise? We can advertise as standard here: - Civil Service Jobs, LI sponsored, UKRI Web, Women on Boards* - We will suggest industry specific platforms to advertise on – max of 3 at 30 days *Onefix – will make suggestions depending on industry – SA will then send to hiring manager	University job boards - Jobs.ac.uk Onefix – check prices with onefix and suggested websites.
Cost Centre to recharge to - Who will be approving costs *Advertising/ Psychometrics	TBC
Do you want an internal campaign email? - Recommended to do so for internal applicants	Yes
Competencies	
What are the scoring competencies you would like us to score against for initial sift? *if over 15 applicants - Before we send over to panel for shortlist - 6 maximum - <i>Note:</i> this is also what the panel will score against for shortlist	TBC

What are the interview competencies? - Only to be scored against at interview	TBC
What if any, competencies can be removed from JD? Are they realistic?	

Interview	Comments
Will you offer fireside conversations before interview/ application? - Offer to all or if asked? - If so who will conduct these?	Interview details Long listing- Meet candidates via zoom. Followed by 2-day event meet and greet, dinner and interview /presentation.
How many candidates do you expect to interview? *7 in a day is doable (may need two days)	
Shortlist meeting suggested dates	September/ October- Advertising October /November -shortlisting Zoom -mid November. Interviews -end of November
Interview suggested dates (obtain 2 full days to allow additional interviews)	TBC
Will there be a presentation? - Slides or talk through?	Yes
Do you have interview questions? Would you like support with these?	TBC
In person or zoom? (travel expenses)	Zoom for initial shortlisting